



JENNIFER M. GRANHOLM  
GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF NATURAL RESOURCES & ENVIRONMENT  
LANSING



REBECCA A. HUMPHRIES  
DIRECTOR

TO: Current Michigan Licensed Septage Waste Business Owners  
With a 2011 License Expiration Date

FROM: Matt Campbell, Coordinator  
Septage Waste Program  
On-Site Wastewater Unit  
Drinking Water and Environmental Health Section  
Water Bureau

DATE: November 24, 2010

SUBJECT: License Renewal

This is a reminder that your septage waste servicing license issued in 2006 will be expiring in 2011. As stated in Part 117, Septage Waste Servicers, of the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended, a septage waste servicing license is valid for a 5-year period. The Michigan Department of Natural Resources and Environment (MDNRE), Septage Waste Program, is offering you the chance to renew your license early. This offer benefits your business by giving you an opportunity to avoid delays in the reissuance of your business and vehicle licenses and your land application permits if you dispose septage waste on land. Please be advised that failure to meet the license renewal requirements in a timely manner will result in the expiration of your septage waste license.

To be eligible to renew your servicing license, your responsible agent (RA) must have successfully completed a minimum of 30 Continuing Septage Education (CSE) credit hours during the 5-year period preceding the issuance of the license. If you do not have your 30 CSE credit hours yet, we highly recommend taking the approved courses needed to complete this requirement. There are a number of web based courses offered that you can take from the comfort of your own home.

**Be sure to send the renewal paperwork as an entire package three (3) months prior to your expiration date**, or if it expires before that as soon as practical. It can be mailed to the MDNRE Septage Waste Program once you have accumulated your 30 CSE credit hours. All MDNRE approved courses are posted on the program website at [www.michigan.gov/septage](http://www.michigan.gov/septage) under "Downloads/Continuing Septage Education." To help make the renewal process easier, we are providing Septage Waste Program license renewal application forms and guidance to help you gather the necessary information that is needed by the MDNRE Septage Waste Program to reissue your business license, vehicle license(s), and land application permit(s). These forms may also be found on our website at [www.michigan.gov/septage](http://www.michigan.gov/septage).

The following forms are for **all** licensed septage waste haulers:

- *MDNRE Authorized CSE Course and Credit Hour Tracking spreadsheet.*
- *Renewal Application for License to Remove and Transport Septage Waste.*
- *You will need permission and signature from any Septage Waste Receiving Facility (SWRF) you use to dispose of septage.*

The following additional forms are for licensed septage waste haulers who land apply:

- *Renewal Application for Site Permit to Land Apply Septage Waste.* (You will need one for each site.)
- *Existing Land Site Renewal Application Checklist.* (One for each site)
- *Notice of Renewal Land Application Sample Letter.*
- *Winter Disposal Form*

### CSE Credits

CSE credits earned by a company's RA over the last 5 years will be counted toward your license renewal. The CSE credits must have been earned after the date your septage waste license was issued.

Due to budget cuts and other resource limitations, the **MDNRE Septage Program has discontinued posting the CSE credit hours your company's RA has taken/submitted on the program website.** The responsibility for tracking CSE credit hours belongs to the individual licensed septage waste business. To help with your tracking, we have enclosed a **CSE Course and Credit Hour Spreadsheet.** This spreadsheet is also posted on the program website under 'Program Forms/Downloads under 'Renewal Septage Hauler License Application.' Please complete the form and return it with the rest of your license renewal paperwork along with copies of the certificates of attendance for each class/course the RA attended. **Please be sure to complete the name of your business and the name of the RA on the top of the form.**

### License Renewal for Business and Vehicles

Please fill out the *Renewal Application for License to Remove and Transport Septage Waste*, EQP 5941 SEP 1. **Do not leave any item blank or it will be returned to you for completion.**

If you have more than seven (7) vehicles, please make a copy of Page 2 of the above described form as needed. **DO NOT ADD NEW VEHICLES TO THE RENEWAL APPLICATION.** New or replacement vehicles need to be submitted separately using the proper form and with the appropriate fees.

You are required to submit a separate, recently signed (within 3 months of your license expiration date) approval for each SWRF used by your business for disposal. Please make a copy of Page 1 of this form as needed, or you may submit a signed and dated approval letter from the SWRF.

### Land Application Permit Renewal

To help you complete the land application form and the required attachments, we highly recommend that you check the MDNRE *Guidance Manual for the Land Application of Septage Waste* or hire a consultant familiar with these requirements. This guidance manual was recently updated and mailed to every septage waste business that land applies. Please be advised that it is also available on the Septage Waste Program website. Program staff are also available should you have any questions about this matter. **A checklist is provided** to help you ensure all required land application information is provided for each site that the company wants renewed. If you have multiple sites, please make copies as needed or you can download them from the program website. Missing or incomplete information will delay the processing of your renewal and may be cause for denial of your license.

### Payment

Please be advised that the license renewal required under Part 117 is separate from the annual fee payment. **Do not send fees** with your renewal application. You will be sent an invoice in mid-January.

### **RETURN COMPLETED FORMS AT LEAST THREE (3) MONTHS PRIOR TO YOUR EXPIRATION DATE**

If you have any questions about this renewal offer, please call MDNRE Septage Waste Program Staff listed below:

- Ebi Burutolu, 517-241-4598; east half of the lower and upper peninsulas.
- Jon Chinnery, 517-241-1452; west half of the lower and upper peninsulas.
- Matt Campbell 517-335-4178, Program Coordinator.

### Enclosures